



State of Louisiana
DIVISION OF ADMINISTRATION

Ctr # _____

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

October 10, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-19

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Teacher's Retirement System Fiscal Year Checklist

Due to the mid-fiscal year conversion to ISIS HR, the fiscal year 2000-2001 Teacher's Retirement information (previously provided to agencies on the Teacher's Check List for Fiscal Year report - BL1432-01) could not be combined into one document. Each agency affected is responsible for compiling the fiscal year information manually and reporting the information to Teacher's Retirement System of Louisiana (TRSL) according to their specifications using the following resources:

PERIOD	SOURCE
06/26/2000 - 03/18/2001 (UPS Activity)	BL1432-01 Teacher's Check List for Fiscal Year (attached and available in BUNDL view)
03/19/2001 - 06/24/2001 (ISIS HR Activity)	Employee Wage Type Results Report Transaction Code: ZP64 Variant: SOL_TRSLRET

All of the applicable selection criteria for the Employee Wage Type Results Report has been included in the variant except the Personnel Area. Since this report will be running for seven (7) pay periods and all off cycles, most agencies will probably have to run it in the background; smaller agencies may be able to run it online.

If you have questions regarding submission of this information to TRSL, please contact Darrel Chenevert at (225) 925-6556 or email Darrel_Chenevert@trsl.state.la.us. For questions on the Wage Type Results Report, contact the ISIS HR Help Desk at (225) 342-2677. All other questions should be directed to a member of the OSUP Wage and Tax Administration Unit:

Lawanna Green	(225) 342-0714	Rachel Bryant	(225) 342-1651
Rhonda Desselle	(225) 342-8928	Cindy McClure	(225) 342-1652

JWC/LMG:kmb

Attachments (agency specific-not provided electronically)